

# Family Foundations Trust

## Food Safety Policy

January 2015

(Review, January 2016)

Family Foundations Trust Ltd provides a kitchen in the Main Centre for the use of visitors to Dalesdown:

- Provision of light refreshments by Dalesdown staff on a catered basis;
- Provision of light refreshments and meals on a self catered basis; or,
- Provision of light refreshments and meals using a third party professional catering service.

FFT also provides a kitchenette in the Sellwood Centre for the use of visitors:

- Provision of light refreshments by Dalesdown staff on a catered basis; or
- Provision of light refreshments on a self catered basis.

When FFT staff provide catering, we source food from:

- **Bookers Cash and Carry** in Worthing for beverages, biscuits, cakes, dried and tinned food, quiche, baked deserts and part baked products.
- **Tesco** supermarket at Broadbridge Heath for bread, dry produce, fruit and vegetables and dairy produce.

When FFT staff or volunteers provide catering on behalf of FFT, all kitchen activity is supervised by a team member who holds at minimum Food Safety and Hygiene Certificate Level 2.

The FFT kitchens are cleaned by the housekeeping staff under the supervision of the Centre Manager responsible for Housekeeping. All food preparation areas are subject of a regular schedule for deep cleaning. Cleaning records are maintained by the Centre Manager.

All equipment in the kitchens is regularly checked, maintained and, if appropriate subject to regular PAT testing. Basic training is provided to all our staff using Safer Food, Better Business (**SFBB**), a programme designed by the Food Standards Agency.

Our kitchens are regularly inspected by the Environmental Health Team of Horsham District Council.

### **Visitors to Dalesdown**

It is the recommendation of FFT that the storage and preparation of food, and other kitchen activity is supervised by a group member who holds at minimum Food Safety and Hygiene Certificate Level 2. On arrival, all users will be provided with an introduction to the Dalesdown facilities and equipment.

All visitors, including professional caterers, using the kitchen at Dalesdown for any purpose are expected to maintain a clean working environment at all times and adhere to the SFBB system which covers all areas of food health and safety. A folder is available in the kitchen, and records are to be maintained by residential users.

Basic food hygiene training and information about the SFBB system is available via a link from our website.

Any comments or concerns about the facilities or equipment should be passed to the Duty Manager.

Richard Jackson  
Executive Director  
20<sup>th</sup> January 2015